



PDPM
Indian Institute of Information Technology
Design and Manufacturing Jabalpur
(An Institute Established by MHRD Govt.of India)
Mehgawan, Dumna Airport Road,
Jabalpur 482 005, Madhya Pradesh, India

Requisition-Slip for Stationery items

Department/Discipline:

Kindly select your requirement for stationery items listed below:-

Sr. No.	Items	Quantity	Remarks
1.	Pen		
2.	Pencil		
3.	Rubber		
4.	Paper		
5.	Note Sheet		
6.	Letter Head		
7.	Envelop		
8.	Board Marker Pen		
9.	Stapler Pins		
10.	Glue Stick		
11.	Tape		
12.	File Cover		
13.			
14.			
15.			
16.			

Signature/Name of Requisitioner

Forwarded By (Head/Officer)

Signature of Store In-charge

Issued By:

Received By(Name/Signature)